

REPORTS INVENTORY				CONTROL NO. <i>072</i>	
PREPARE IN DUPLICATE					
1. TITLE OF REPORT (If a fill-in report include Form No.) SAFEHOUSE USAGE REPORT				2. TYPE OF REPORT	<input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING
3. FUNCTIONAL AREA	PERSONNEL	TRAINING	ADMIN. GENERAL		
	<input checked="" type="checkbox"/> LOGISTICS	SECURITY	OTHER (specify)		
4. NO. OF COPIES PREPARED	5. FREQUENCY (weekly, monthly, quarterly, etc.) Semi-Annual			6. DISTRIBUTION (No. of components not number of copies) 1	
7. FORMAT (memorandum, form computer print-out, etc) Ditto Form	8. ADP PROCESSING		9. DIRECTIVE AUTHORITY REQUIRING REPORT Memo Request, Safehouse Br., RE&CD/OL		
	<input type="checkbox"/> YES	IF YES GIVE ADP PROCESSING NO.	<input checked="" type="checkbox"/> NO		
10. PREPARING COMPONENT (include lowest level contributing information to report) Safehouse Manager		11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)			
12. COST FACTORS					
A. MANUAL PREPARATION AND REVIEW COSTS					
GRADE	HOURLY RATE	X HOURS PER REPORT	= COST PER REPORT	X TIMES PREPARED	= COST PER YEAR
12	\$ 7.96	3	23.88	2	47.76
B. COSTS OF COMPUTER PRODUCED REPORTS					
TOTAL COSTS PER YEAR \$47.76					
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.					
Reportedly this is required by DDS.					
25X1					
14. FUTURE GOALS 25X1					
GOAL PROPOSED BY COMPONENT FOR THIS REPORT RETAIN AS IS <input type="checkbox"/> OTHER (explain) CHANGE DISCONTINUE				ESTIMATED SAVINGS MAN-HOURS DOLLARS	
No Authority to Change				MOR/CD/OL	
16. DATE OF INVENTORY 8 Oct. 1970		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Chief Logistics Br. / A&TS/OS			
		18. EXTENSION			